

PROVIDER NOMINATION

The employees of the City of San Antonio and their families will be accessing their healthcare benefits through the UnitedHealthcare Choice Plus Network effective January 1, 2008

UnitedHealthcare is a Participating Organization with CAQH Universal Credentialing DataSource

To begin the process, please contact CAQH.

1. **Registration.** Universal Credentialing DataSource is available to any physician or healthcare provider who belongs to a participating plan's network. Physicians can request a registration kit by calling the CAQH Help Desk at 888.599.1771 or by contacting their health plan directly. Those who already have their registration kit can log on to <https://caqh.geoaccess.com/oas/> to begin the process.
2. **Data entry.** Once registration is complete, providers or their staffs only need to input credentialing information one time, online or by fax, to meet the needs of all participating health plans and healthcare organizations. Universal Credentialing DataSource simplifies the task of credentialing data submission with a unique approach and features that help you make sure that information has been entered correctly.
 - Prompts for information in an easy interview style
 - Only requests information that is relevant to your practice
 - Enables you to enter data that's common to multiple providers one time, using the [Practice Administrator Module](#)
 - Provides contact information for colleges, medical schools and hospitals with the service's online directory
 - Allows you to save your work and return to it later
 - Automatically double-checks responses and alerts you to potential errors
3. **Data management.** Data collected through Universal Credentialing DataSource is maintained by CAQH in a secure, state-of-the-art data center, and is only made available to healthcare organizations that have been authorized by each provider.
4. **Updates.** On a periodic basis, providers are prompted to review their information and make any needed updates. These updates are automatically sent to health plans a provider has authorized to receive his or her information.

Benefits to your Practice, Frequently Asked Questions and additional information can be found at the CAQH website

<https://caqh.geoaccess.com/oas/>

or by contacting the CAQH Help Desk @ 888.599.1771

Thank you for your interest in joining
the UnitedHealthcare Network